

**Proposal Review Committee
October 31, 2018**

Statewide Benefits Office
Enterprise Business Park
97 Commerce Way, Suite 201, Dover, Delaware

Public Session: October 31, 2018, at 9:07 a.m.

The Proposal Review Committee (PRC) met on October 31, 2018, at the Statewide Benefits Office, Dover, Delaware. The following committee members and guests were present:

Faith Rentz, DHR, Director, Statewide Benefits
Laurene Ehemann, DHR, RFP and Contract Manager, Statewide Benefits
Leighann Hinkle, DHR, Deputy Director, Statewide Benefits
Aaron Schrader, DHR, Human Resources Manager, Statewide Benefits
Leslie Ramsey, DHR, DIP Program Lead, Statewide Benefits
Emily Thomas, Office of Management and Budget
Molly Magarik, Department of Health and Social Services
Dan Madrid, State Treasurer's Office
Stuart Snyder, Delaware Insurance Department
Evelyn Nestlerode, Administrative Office of the Courts
Judy Anderson, Delaware State Educational Association
Victoria Brennan, Office of the Controller General
Joanna Adams, Office of Pensions
Jaclyn Iglesias, Willis Towers Watson
Luba Pale, Willis Towers Watson
Rob McGee, Willis Towers Watson

Introductions/Sign In

Ms. Rentz called the meeting to order at 9:07 a.m. A representative of the Lieutenant Governor's Office was not present.

Approval of Minutes

Ms. Rentz requested a motion to approve the minutes from the October 17, 2018 meeting of the PRC. A motion was made by Ms. Magarik and seconded by Ms. Thomas. The motion was approved with unanimous voice vote.

Discussion of the RFP for the Short-Term and Long-Term Disability Insurance Program

Ms. Rentz requested a motion to move into Executive Session to discuss the proposals, complete the scoring process, and adopt a recommendation to the State Employees Benefits Committee (SEBC). Ms. Brennan made the motion and it was seconded by Ms. Anderson. The PRC moved into Executive Session at 9:12 a.m.

Return to Public Session

Upon return to the Public Session, Ms. Rentz announced that the recommendation from the committee would be to award a contract to The Hartford effective July 1, 2019 as follows:

- Award to The Hartford for three years with two optional one-year periods.
- Include a dedicated on-site resource at a three year cost of \$404,000.
- Review The Hartford account management and claim analyst support, administration of the disability benefit and conduct an audit and assessment of the new technology platform for use in considering if a re-procurement and new contract for disability administration is appropriate in three years rather than five.
- Negotiate in the contract and performance guarantees, a commitment to continuous review and process improvement in the areas of STD to LTD transition, timely notification of retroactive social security disability awards resulting in benefit offsets, and return to work services.

Ms. Rentz asked for a motion to approve the recommendation as stated. Mr. Snyder made the motion, Ms. Magarik seconded, and it was approved by a unanimous voice approval except for Ms. Brennan. Ms. Brennan did not complete a scoresheet and recused herself from voting because she was not present for the finalists' interviews on October 17, 2018.

Adjournment

Upon return to the Public Session and with no further business, a motion to adjourn was made by Ms. Brennan and seconded by Ms. Thomas. Upon unanimous voice approval, the meeting was adjourned at 10:50 a.m. Please note there were no public attendees.

Respectfully submitted,

Laurene M. Eheman

Laurene M. Eheman
RFP and Contract Manager